

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814



Employee Name	<u>Sheehy, Tom</u>
Expense Dates	<u>07/16/09-08/11/09</u>
Total Expense Amount	<u>472.90</u>
Amount Due Employee	<u>150.70</u>
Form ID	<u>TEA000491575</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 08/11	Parking, Auto	15.00	

DEPARTMENT OF FINANCE
BUSINESS SERVICES
09 AUG 14 AM 10:46

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.
/s/ Fred W Klass

Approved
by:


Fred W Klass

Travel & Expense Account Summary

Employee Name Tom Sheehy
Expense Dates 07/16/09-08/11/09
Report Name Tahoe Conservancy/SLC

Request Total \$ 472.90
Direct Charge Total - 322.20
Travel Advances - 0.00
Net Due Employee = **150.70**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	TC/SLC meeting	472.90

NOTE: (d)=Direct Charge

DATE	Thu Jul 16	Thu Jul 16	Tue Aug 11	Tue Aug 11						TOTAL
Mileage, Personal Auto	52.97	52.97	11.88	11.88						129.70
Breakfast			6.00							6.00
Commercial Air Fare (d)			322.20							322.20
Parking, Auto			15.00							15.00
TOTALS \$	52.97	52.97	355.08	11.88						472.90

<p>Travel & Expense Account Summary & Detail</p>

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	TC/SLC	07/16/09	Mileage, Personal Auto	52.97	Cash
Regular Travel	TC/SLC	07/16/09	Mileage, Personal Auto	52.97	Cash
Regular Travel	TC/SLC	08/11/09	Mileage, Personal Auto	11.88	Cash
Regular Travel	TC/SLC	08/11/09	Breakfast	6.00	Cash
Regular Travel	TC/SLC	08/11/09	Commercial Air Fare	322.20	Direct Charge
Regular Travel	TC/SLC	08/11/09	Mileage, Personal Auto	11.88	Cash
Regular Travel	TC/SLC	08/11/09	Parking, Auto	15.00	Cash